

# Provider Appeal and Reconsideration Form

MCNA Dental · Louisiana EPSDT and Adult Denture Programs



This form is not to be used for initial claim submission or claims adjustments (such as corrected claims). Complete and submit this form to MCNA including all documents that support your request. Appeal request must be filed within 90 days from the initial claim determination and a reconsideration request must be filed within 365 days from the date of service on the claim.



If you are submitting a **BULK APPEAL**, please submit a spreadsheet that includes the Member Names, Claim Numbers, Denial Reasons, and Dates of Service for each claim. Please also specify the reason(s) for the appeals.

## Provider Information

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Provider ID Number

\_\_\_\_\_  
Provider NPI Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

## Member Information

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Claim Number(s)

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Date of Service (MM/DD/YYYY)

\_\_\_\_\_  
MCNA Member ID Number

## Appeal Reason

Below are reasons you can appeal a claim that has been denied. You may attach a detailed explanation for this appeal.

- ☐ **Untimely Filing**
- ☐ **Non-Covered Benefits**
- ☐ **Medical Necessity**
- ☐ **Other Reason(s)**

## Supporting Documentation

Please check all that apply.

- ☐ **Chart Notes, Narratives, Models, Radiographs**
- ☐ **Proof of Original Submission**
- ☐ **Copy of Remittance Advice (RA)**
- ☐ **Other Documentation**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Mail Or Fax Completed Form To:

**MCNA Dental**, Attn: Provider Appeals  
200 West Cypress Creek Road, Suite 500, Fort Lauderdale, Florida 33309  
Fax: 954-628-3330

Do not fax requests that include x-rays or an ADA claim form. Please submit via mail.

## For Questions Contact:

**1-855-701-MCNA** (1-855-701-6262)  
Monday - Friday, 7 a.m. – 7 p.m. CST